PUBLIC INFORMATION AND COMMUNICATION SERVICES (PICS)

NIH - TASK ORDER

RFTOP#   51   TITLE: Revise OCPL Policy Issuances

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. POINT OF CONTACT NAME: Anthony Revenis

Phone- (301) 402-3073   **Fax-**   (301) 435-6101

Proposal Address:	**Billing Address:**
6011 Executive Blvd. Rm 529S	Accounts Payable, OFM, NIH
Rockville, MD 20892-7663	Bldg 31, Room B1B39
	Bethesda, MD 20892-204

B. PROPOSED PERIOD OF PERFORMANCE: 02/25/02 – 11/31/03

C. PRICING METHOD: Time and Material. Firms should provide an fixed hourly price for proposed job categories/personnel and a formula based on hourly compensation for future service requirement. Prices shall be proposed for the entire performance period. For other pass through costs, offerors shall provide a percentage to be applied to costs as a "handling charge". A different percentage may be proposed for subcontracts, consultants and other costs. Price will be a factor in the determination of the firm that is selected for award.

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted by e-mail to the above POC ASAP. Please enter in the subject line the following text, "RFTOP#_51__ Proposal submitted by _(insert firm name)_." A signed task order form should be faxed to POC.

E. RESPONSE DUE DATE: ASAP

F. TASK DESCRIPTION:

Task 1 — Coordinate Working Group

Continue to coordinate working group to gather input related to implementation of the OMB Information Quality Guidelines. Examples of 1-hour meeting topics include development and selection of frequently asked questions and appropriate answers; discussion of proposed revisions in response to public comments; and refinement of administrative procedures to address complaints, including discussion of appropriate appeal mechanisms. A note taker would attend, preparing a record of the discussion and submitting it to OCPL after every meeting.

Task 2 — Complete Revisions to NIH Policy Manual Chapters 1183, 1184, and 1185

Incorporate final suggested edits from all sources.

Complete a final Government Printing Office (GPO) copy edit for each of the three chapters. Each chapter is expected to be about 10 pages.

Assist NIH staff in coordinating input and revisions to chapter 1185. This activity might include seeking clarification, incorporating any final edits, and preparing responses if suggested edits are not taken.

Task 3 — Draft and Edit NIH Report on Information Quality Guidelines

Prepare preliminary draft due to the Department of Health and Human Services (DHHS) by March 5, 2002.

Update draft report to include any DHHS comments, making available for public comment by May 1, 2002, and advertised in the *Federal Register*, per OMB guideline requirements. Suggest allowing comments for 30 days.

Compile and group public comments received in the 30-day period.

Update draft report after public comment period and submit new version to OMB by July 1, 2002.

Task 4 — Develop Frequently Asked Questions

Develop a frequently asked question section for the Web for appropriate audiences (e.g., NIH intramural researchers, extramural program managers and extramural researchers, general public). This includes coordinating input from the working group and working with writers/editors to ensure the readability and clarity of the language. This piece also would undergo Plain Language editing.

Task 5 — Develop Tracking System for Complaints

Develop and institute a searchable tracking system for complaints about information quality.

Develop checklist, form, or template to facilitate the gathering of information required for annual report on complaints, their resolution, and other useful data (e.g., about the complainant). Work with writers/editors and graphic specialists to ensure a clear, concise, and attractive presentation.

Build a user-friendly, efficient tracking system. Specific tasks include the following:

1. Set up and configure a Web site to collect information online.
2. Build a form (10 data fields - probably 5 free text, 2 memo, 3 pull downs) for people to add, edit, and delete entries. Include ability to attach a file.
3. Restrict access to the form with a login so that it is not open to the public.
4. Include a search/report feature that allows parameters for most of the fields (not the memo fields). Goes to printable listing report and should be able to sort (probably three different sort orders).
5. Include some minimal graphics so that it is aesthetically presentable.

FUTURE WORK (anticipated beginning 08/01/02 and ending 11/31/03):

Task 6 — Conduct Training Seminars

Assist NIH staff in developing (90-minute) training sessions for NIH staff about new guidelines.

Conceptualize and plan training session content and speaking points.

Work with writing/editing and graphics personnel to prepare background materials and presentation slides and handouts.

Assist with registration at each training session. This assumes two staff members will handle registration sign-in. Provide a list of attendees to NIH officials keeping track of NIH training credits.

Assume the training will be offered four times, with a total audience of 3,000 persons, and would require a 60-page, spiral-bound handout of background materials consisting of copies of the agenda; presentation handouts; OMB guidelines; Policy Issuances 1183, 1184, and 1185; template for inputting information complaints into the Web-based tracking system; and other materials to be determined.

Task 7 — Assist with Annual Reporting

Provide enhancements, revisions, and updates to Web-based tracking system as NIH experience with complaint reporting procedures accumulates. Cost estimate assumes 16 hours/month over the 13-month period beginning October 1, 2002.

Summarize statistical data in a meaningful way.

Produce draft annual report for NIH reporting purposes.

Incorporate revisions suggested by relevant sources and provide final report for fiscal year 2003 in November 2003.

Task 8 — Assist with Writing/Editing

All documents submitted to OCPL as deliverables for Tasks 1 through 8 will be prepared following Federal government guidelines for plain language writing/editing. Complete the final version of the NIH report on Information Quality Guidelines, incorporating any changes recommended by OMB, and provide a final copy for posting on the NIH Web site no later than October 1, 2002.

G. EVALUATION FACTORS

The assured availability of Dr. R. M. Li.

Cost While price is not the most important evaluation factor, proposed prices will be considered in determining the firm that represents the best value to the government.

RFTOP#   51   TITLE: Revise OCPL Policy Issuances
**PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0173
TO # NICS-51**
Contractor:
Points of Contact:
Phone-   Fax-
Address:

TOTAL ESTIMATED COST: Pricing Method: T&M
TOTAL ESTIMATED NUMBER OF HOURS:
PROPOSED COMPLETION DATE:

FOR THE
CONTRACTOR:_____
                                        Signature   Date
_____

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____
Appropriations Data: _____
    (ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED:
_____
        FAX #   Signature - Project Officer   Date

APPROVED:_____ _____
        FAX #   Signature - Contracting Officer   Date
_____

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT
WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED:_____
        Signature –Anthony M. Revenis, J.D., NIH-PICS Coordinator   Date